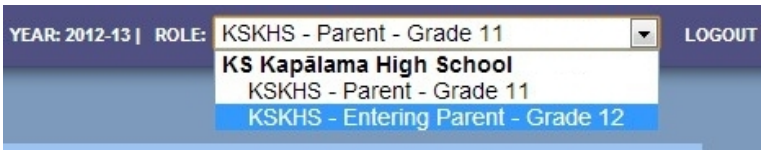
KS CONNECT FOR PARENTS

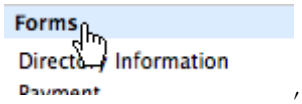
KS Electronic **Tuition Enrollment** Process - Step By Step Instructions

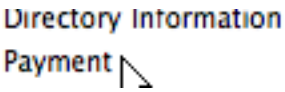
How to electronically sign the Tuition Contract (MANDATORY for each student annually)

1. Log into KS Connect (http://connect.ksbe.edu/) with your Email Address as your Username (Non-KS Addresses) and Password. (Email the Elementary, Middle or High School Office to setup an account if you don't have one – email addresses are listed on the FAQ's).

2. In the upper-right corner, click on arrow and select role: "Entering Parent".



3. Click on "Forms" 

, then "Payment" 

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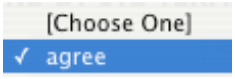
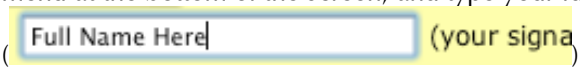
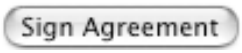
4. Verify the student name, ID number, grade, status and tuition amount listed. Contact Verna Takakura, Administrative Coordinator at 573-7452 if there are any discrepancies. If the information is correct, review the instructions on this screen.

5. Click on the

button.

6. Review the terms and conditions of the Tuition Contract. Select 

in the drop down menu at the bottom of the screen, and type your full name in the text box (

). Click the 

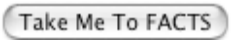
button.

7. Click the

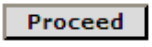
button to continue. Print the next screen for your records.

STOP! This completes the mandatory portion of the electronic registration process. Note that all parents will automatically be setup on an eight month invoice plan with FACTS. This means that FACTS will send you an invoice beginning in August 2015 through March 2016. If you wish to elect an annual or semester invoice plan, email vetakaku@ksbe.edu by April 30, 2015, If you want an ACH, or credit card plan, continue to Step 8.

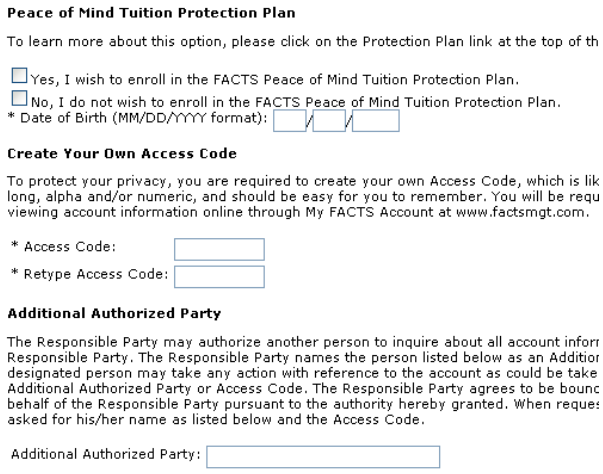
(OPTIONAL, to set up ACH or credit card payment plans only)

8. Review the instructions for FACTS. Click on the 

button.

9. Review the information on the Facts eCashier Automatic Payment Program. Click on the menu bars for additional information as required. Click the 

button.



10. Student name, student ID number, parent name, address and phone and email address for billing party is pre-populated. Verify and update if necessary. Select Peace of Mind Option (Yes/No), set FACTS Access Code and enter Additional Authorized Party if applicable. Click the **Proceed** button.

11. Select a payment date (either the 5th or the 20th of each month) AND a payment frequency – monthly (8 payments), semi-annual (2 payments) or annual (full) payment. Note you must select the 5th if you elect to receive invoice statements.

12. FACTS automatically calculates your payment amount in the next screen, based on the payment frequency you selected. Use the "Reset Form" button to make changes; otherwise click the **Proceed** button.

Amount to be paid through FACTS:

Total amount:	$ 4684.00
Down payment (PROCESSED IMMEDIATELY):	$ 0.00
Amount to be budgeted:	$ 4684.00
Number of monthly payments:	8
First 7 monthly payments:	$ 585.50
Last payment:	$ 585.50
Month of first payment:	August
Payment date:	5th of the month

13. Select a payment method on the next screen. ACH is an automatic debit to your checking or savings account regularly scheduled for either the 5th or 20th of each month. While this method is convenient, parents selecting this option must insure that sufficient funds are available in order to avoid the $30 fee for missed payments. Please check with your financial institution to insure that they allow ACH. Note there is a 2.75% convenience fee for credit cards.

    The options listed on this page are:
    - ACH - tuition either monthly, semi-annually or annually via regularly scheduled EFT payments
    - Credit card - tuition either monthly, semi-annually or annually via credit card
    - Invoice Option - invoice statements mailed to your address either monthly, semi-annually or annually (Note this is the default plan for all parents)

    Select one of the three payment methods and click the **Proceed** button.

14. The next screen depends on the payment method selected. Most parents will see a screen requesting Bank Information. Others will see a screen for credit cards. Fill in all fields and click the **Proceed** button.

15. Confirm all information on the Final Review Screen. This is the last opportunity to change personal information, payment plan, and account information. Review the terms and conditions click on the checkbox

and click the **Submit and Activate** button.

16. The final screen provides a confirmation number. Print this screen for your records. Click on the **Exit e-Cashier** button and close the browser window.